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NSHS ESC MEETING MINUTES for 25 January 2001

MISSION STATEMENT

We provide education, training, information, and program management in health care delivery to enable uniformed services personnel to meet their mission in war and peace.

MEETING OBJECTIVES:

1. Recommendations for selecting ISO positions.
2. Review red lined processes of Document Control and Corrective and Preventive Actions

LEADER: CAPT Wynkoop FACILITATOR: CDR Whalen, CDR Baker, LCDR Kennedy, LT Leonard, MR Kirkbride	TIME: FROM: 08:30 TO: 1200
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MEMBERS PRESENT		MEMBERS NOT PRESENT
<ul style="list-style-type: none"> • CAPT Younger • HMCM Castillo • CAPT Welbourn • CDR Hearin • LT Miller • MR Dumbeck 	<ul style="list-style-type: none"> • MR Behnke • CDR Bryson • HM1 Silva • CDR Baker (Adhoc) • LCDR Kennedy (Adhoc) • Mr. Kirkbride (Adhoc) 	<ul style="list-style-type: none"> • CAPT Miller • CAPT Wynkoop • CDR Luke • CDR Whalen (Adhoc) • LT Leonard (Adhoc)

AGENDA ITEM (Attached)	COMMENTS / CONCLUSIONS ACTIONS (IF ANY)	PERSON(S) RESPONSIBLE	BY WHEN
Feedback and review of agenda	The XO opened the meeting with a review of the agenda and ESC minutes of 18 January 2001	CAPT Younger	
ISO positions	The ISO-IT recommended to the ESC what criteria to use when selecting the ISO positions of Management Representative, Lead Auditor, and Corrective action Administrator (CAA). The ESC agreed with the ISO-IT recommendations. See (enclosure 1) Action Item: ISO-IT was tasked to contact Directors and ask for volunteers for the position of CAA.	LCDR Kennedy LCDR Kennedy	
Red-line review of Document Control Process	A red line review of the Document Control Process (D3) was completed and will be reviewed again at the next ESC meeting.	ESC members	
Red line review of Corrective and Preventive Action Process	A red line review of the Corrective and Preventive Action Process (D3) was completed and will be reviewed again at the next ESC meeting.	ESC members	
Set agenda for next meeting	Next scheduled ESC meeting is 1 February 2001	ESC members	
Open action items	Action Item The IT will present the ESC members with a final draft of the Quality Manual by 18 January 2001.	ISO-IT	